

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2015-125 **Issue Date:** 07-14-15 **Closing Date:** 07-27-15

**Business Manager-Bookkeeper V**  
**Behavioral Health**  
**Department of Human Services**  
**Hourly Wage: \$16.86/Regular/Full-Time**

Incumbent is responsible to manage business, financial and administrative needs of the Behavioral Health program. Provides assistance to the Clinical Director to gather data and generate reports. As directed by the Clinical Director will ensure that staff is trained in fiscal procedures as appropriate. Monitor budget transactions, processes, accountability and record keeping.

**Knowledge, Skills and Abilities:**

- Knowledge of modern office practices, policies and principles.
- Knowledge of governmental bookkeeping/accounting theories and principles.
- Knowledge and skill in use of a computer and assorted software.
- Skill in operating the JD Edwards financial system.
- Knowledge of and ability to use the Resource Patient Management System (RPMS) and Washington Medicaid Directory system as needed.
- Knowledge of contract and grant rules and regulations, reporting statements, reporting timelines and compliance requirements.
- Knowledge of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations and policies.
- Knowledge of and ability to practice principles of supervision and management.
- Ability to understand and execute complex oral or written instructions.
- Ability to apply available administrative manuals, policies and guidelines to a wide variety of situations.
- Knowledge of Yakama Tribal culture and traditions.
- Ability to establish and maintain effective working relationships with program staff, division heads and other providers both Tribal and Non-Tribal.
- Ability to maintain confidentiality.
- Ability to work independently and productively.
- Ability to work collaboratively as part of a team.
- Ability to work under stress.
- Ability to communicate effectively both orally and in written form.
- Ability to acquire training in specific areas as needed.

**General Recruiting Indicators:**

- Minimum of an Associate of Arts Degree in accounting or business administration with at least two years of office management experience required.
- OR an equivalent combination of education and experience that demonstrates the ability to perform the job may be considered.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver License with ability to obtain a Yakama Tribal Drivers Permit.
- Enrolled Yakama preference.
- No drug or alcohol abuse offenses for past two years.